

BUSINESS EDUCATION WORKSHOPS

• **APRIL 2011** • (WEDNESDAY'S & FRIDAY'S)

Date

4/1

FINANCIAL ASSISTANCE TO GROW YOUR BUSINESS

9:30am to 11:00am

Presented by U.S. Small Business Administration (SBA)

If you want to expand your existing business or need working capital, the SBA may be a viable option. Learn about SBA programs and resources, and how to apply for assistance that may help you achieve your financial goals.

4/6

LICENSING, PERMITS & INSPECTIONS 101 *TALK TO CITY INSPECTORS GET ANSWERS

A MONEY SMART WEEK WORKSHOP

3:00pm to 4:30pm

Presented by the City of Chicago

To operate a successful business in Chicago you must know the requirements. Talk to inspectors from five City departments who will provide insight to operate safely, stay compliant, help prepare for licensing, permits and inspections, point out the do's and don'ts of operating your business. Don't miss this workshop.

4/8

HOW TO START YOUR BUSINESS IN CHICAGO

A MONEY SMART WEEK WORKSHOP

9:30am to 11:00am

Presented by the Department of Business Affairs & Consumer Protection

There are many things to consider when starting or expanding your business. Knowing City requirements, policies and laws are a must for any business. At this workshop you will learn the process for filing a business license application, know the various license types, understand when inspections are needed and how zoning is critical to your location.

4/13

NEW CHILD ACTIVITIES FACILITY LICENSE

2:00pm to 4:00pm

Presented by The Department of Business Affairs & Consumer Protection

As of October 7, 2010 a new ordinance went into effect that requires businesses offering child activities to obtain a specific license called the Child Activities Facility (CAF). The new license applies to businesses that offer recreational, cognitive or educational activities to children 17 and younger. Some examples include play centers and dance schools. Come and learn more about the license, find out who needs it, what is required and how to apply.

**Workshops offered once a month.*

Date

4/15

GRAPHIC DESIGN & BRANDING FOR PRINT AND WEB

9:30am to 11:00am

Presented by Web Trax Studio

Learn how to connect with your target audience instantly through both words and images. This workshop will identify the goals of designing for print and web. Learn the elements of good design that promote products and services. Get tips on choosing an ad agency and a graphic designer. Learn how to track and measure the effectiveness of a design using a website.

4/20

HOW TO OBTAIN A LIQUOR & PUBLIC PLACE OF AMUSEMENT LICENSE

2:00pm to 4:00pm

Presented by The Department of Business Affairs & Consumer Protection

Are you interested in providing entertainment or serving liquor in your restaurant, bar or theater? Come and learn about the City's licensing requirements and policies when it comes to liquor licensing, live entertainment, having a DJ or charging admission at the door.

4/22

LOCATION, LOCATION, LOCATION

9:30am to 11:00am

Presented by Rogers Park Business Alliance

Many businesses claim success on location alone. Market research for a business location can be costly. At this workshop you will learn the importance of demographics, different markets, and consumer expenditure data and how to use it when choosing a location.

4/27

***HOW TO BECOME CERTIFIED**

2:00pm to 4:00pm

DOING BUSINESS WITH THE CITY OF CHICAGO

3:15 to 4:30pm

Presented by the Office of Compliance and the Department of Procurement Services (DPS)

Are you interested in doing business with or being a certified vendor with the City of Chicago? You don't want to miss this workshop. Come learn about the different types of procurement opportunities as well as the City's contract monitoring and compliance standards.

4/29

HOW TO OBTAIN AND RENEW YOUR SIDEWALK CAFÉ PERMIT

9:30am to 11:00am

Presented by The Department of Business Affairs & Consumer Protection

A sidewalk café adds to the vibrancy of any business. Did you know that sidewalk café season starts in March but your application must be submitted a minimum of 30 days before you can operate? This workshop will teach you the rules to operating a sidewalk café and the steps to obtain and renew your permit.



All workshops are **FREE** and are located at the
City of Chicago Department of Business Affairs and Consumer Protection
City Hall, 121 N. LaSalle St., Room 805

Space is limited. Please reserve your attendance by calling 312.744.5344
To learn more about BACP's workshops, visit www.cityofchicago.org/bacp

BACP